

# Job Seeking **Skills Workshops**

August 2016

★ **Tooele Employment Center**  
**305 N. Main Street • Tooele**

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

## Job Seeking Skills

### INTERVIEWING SKILLS:

August 10	1:00 PM–3:30 PM
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### RESUMÉ WRITING:

August 24	1:00 PM–3:30 PM
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**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.